

## **REQUEST FOR PROPOSAL (RFP) - Human Resource Management Software**

### **Required Features**

1. Suitable Interface for Proximity/Biometric Time Recorder with the Application for Attendance Data.
2. Staff Recruitment, Selection, Registration and staff Positions with Classifications information.(used / unused)
3. Staff Employment History Management with Staff Promotions, Demotions, Salary revisions, Staff Termination, Resignation and Retirement Management.
4. Staff Attendance Management (Ramadan & Normal Days) with Real-time attendance and Manual Attendance recording.
5. Over Time & Leave (all types of leave must be included and related reports must be generate- able such as Leave management & Leave Balance Report.
6. Staff Training Management (Local & International) & Staff Duty roster management.
7. Staff Performance Appraisal, Insurance Management & Staff Pension Management.
8. Managers and Staff should be able to access information such as Personal information, Leave application, Leave approval, OT approval & Payroll related details etc...
9. Staff Late Fine, Scheduled Deduction for Staff STO Credit Scheme Management & Auto deduction in Salary plus Staff Fine, Pension Deductions & Miscellaneous Deductions
10. Basic Salary, Allowances, Deductions must be included in payroll generation.
11. Monthly Attendance, Over time, Late-fine, Leave, Attendance & Shift Reports
12. Staff reports by designation, department, basic pay, Staff performance, job, training etc.
13. Promotion, demotion, performance appraisal, late fine deduction and over time is not required for Members.
14. Secure Role Based and Task-Based Access.
15. Maintaining the Audit Trail & automatic database backup.
16. The Application must be developed as per updated relevant Laws and regulations of Republic of Maldives.
17. The Application must support Dhivehi.
18. Overtime must be approved by the section heads through the application from which overtime report can be generated.
19. Employee IN/OUT Status should be viewed through the application at any given point of time.
20. Personal File Management and Attendance, over time report & Late Fine reports can be generated for any employee.
21. The Software & Biometric reader should support at least 35 staffs.
22. Acceptable speed for data retrieval and processing of reports is 2-30 seconds.
23. Any required third-party software must be mentioned in your proposal. The software must be compatible with Windows 7 Professional for client system and if install in server it must compatible with Windows Server 2008 64-bit.

**Deliverables**

1. User Manuals, Operation Manuals must be supplied with the software.
2. Fully functional Software that meets above specified requirements.

**Evaluation Criteria**

Price – 60%

Delivery Period – 10%

Warranty Period – 20%

Company Profile – 10%

**Submitting Proposals**

Each bidder must submit the Proposal indicating the Price, Delivery Period, Warranty and available features.

The proposals must be submitted to the address specified below by *August 15, 2011 at 13.00 hours*.

**Employment Tribunal  
Fathuruvehi 3rd Floor,  
Buruzu Magu, Male',  
Republic of Maldives,  
Tel: 3307701, 3308773  
Fax: 3308774  
E-mail: [info@employment.gov.mv](mailto:info@employment.gov.mv)  
Web: [www.employmenttribunal.gov.mv](http://www.employmenttribunal.gov.mv)**